




Together, we can.

MEMORANDUM

TO: District Superintendents

FROM: A. Len Richardson, Director 
Office of Finance

DATE: July 1, 2009

RE: Authorized Signature Form

The Office of Finance needs to update the authorized signature form for the Superintendent and designee(s). Please complete the attached form and return to the Office of Finance by Friday, July 17, 2009.

If you have any questions, please call me at (803) 734-8122. Thank you for your cooperation in this matter.

/km

Attachment

AUTHORIZED SIGNATURE FORM

DATE: _____

DISTRICT NAME: _____

COUNTY/DISTRICT NUMBER: _____

NAME AND SIGNATURE OF THE SUPERINTENDENT **For Reports or Forms Submitted to the Office of Finance**

PRINT OR TYPE NAME

SIGNATURE

E-MAIL ADDRESS

NAME AND SIGNATURE OF ANY DESIGNEE(S) **For Reports or Forms Submitted to the Office of Finance**

PRINT OR TYPE NAME

SIGNATURE

E-MAIL ADDRESS

PRINT OR TYPE NAME

SIGNATURE

E-MAIL ADDRESS

PRINT OR TYPE NAME

SIGNATURE

E-MAIL ADDRESS

PRINT OR TYPE NAME

SIGNATURE

E-MAIL ADDRESS

Mail to:
S. C. Department of Education
Office of Finance-SAF
1429 Senate Street, Room 308
Columbia, South Carolina 29201
FORM: FIN-SAF
JULY - 2009